

Mt. Rose Managers' Employee Timesheets Guide

Time Management

Employee Timesheet Management

Time Management allows you to review employees' timesheets and related history based on specific pay periods. This information helps ensure that timesheet punches are accurate and up-to-date.

To access your employees' timesheets, go to **My Team** and select **Time Management**.

The screenshot shows the UltiPro web application interface. At the top, there is a navigation bar with tabs: MYSELF, MY TEAM, ADMINISTRATION, SYSTEM CONFIGURATION, and MORE. The 'MY TEAM' tab is selected. Below the navigation bar, there is a left-hand menu with options: Home, Inbox, Learning Center, Customer Success Portal, and Go To Assist. The main content area displays a list of options under the 'MY TEAM' tab: My Team, My Employees, Time Management (highlighted with a blue arrow), Process Hires, and Work Queue. Below this, there are sections for Administration and System Configuration, each with a list of sub-options. At the bottom of the page, there is a table with columns for employee ID, name, and two numerical values (0.00).

Employee ID	Name	Value 1	Value 2
0000000000000726	Nau, Siani	0.00	0.00
0000000000000901	Buser, Kurt	0.00	0.00

Then, select the **Attendance** category and the **Timesheets** tab.

The **Summary** section appears first by default. If the **Access** tab appears in the navigation menu, you can move the Summary section below the Detail section for desired access groups (Access > Advanced > Timesheet > Timesheet Preferences section). Also, when you expand or collapse a section, that section remains expanded or collapsed each time you access the window until you change the setting.

MENU My Team Time Management

Attendance Scheduler Employees Reports Preferences EWS Setup Users Setup Company Set

Summary Timesheets Accruals History In Out Board Posting Unclaimed Events

Summary

Pay Cycle: Biweekly, starting Fri (Ref: 01/05/2001) **Date Selection:** Current Pay Period **From:** 03/08/2019 **To:** 03/21/2019 **Last updated:** :
 Filtered by initiated date range is between 03/08/2019 and 03/21/2019 [Clear Filters]

Group / Filter By: All Employee Search Go

Supervisor / Filter By:

Status Filter: All Active Only

Unopened Timesheets: 1

Opened Timesheets: 661

ID	NAME	Reg.Hr
000000000000123	Jambor, Judit	
000000000000128	Devine, Kevin	
000000000000132	Patrik, Charlie	

The Summary section shows up to five tables. To identify which summaries appear for an employee, make your selections in the Timesheet Preference section of the Advanced tab (Access > Advanced > Timesheet > Timesheet Preference). In the Timesheet Detail section, the Action Bar includes Save, Add, Delete, Cancel, Columns, Multi Add, Insert/Repost, Approve, and Print. You can review regular, overtime, and total hours, earnings and deductions, regular and overtime pay by pay code.

Search for an Employee in Time Management

You can quickly view employee timesheets in succession and search for an employee. Use the arrow (> or <) to display or hide the employee list.

1. In the employee list, select Previous Employee or Next Employee to find the employee name in the list. The selected employee's timesheet appears.
2. Save any changes before returning to the current timesheet.
3. To search for an employee, enter the employee's name or ID (depending on the search criteria) and then select Search. The employee's timesheet displays and the employee's name is highlighted in the list.

You can also filter the list by supervisor using the Supervisor field.

Summary Timesheets Accruals History In Out Board Posting Unclaimed

Active

Supervisor: Employee: Search

Pay Cycle: Biweekly, starting Fri (Ref: 01/05/2001) ▾

Department: ▾ ADMIN [Adminis: ▾

Filter Using Timesheet Groups

All Timesheets: ▾ Count: 14

Previous Employee Next Employee

NAME	ID ▲
Holland, Travis	000000000003444
Miner, Jillian	000000000003585 ◀
Kemper, April	000000000003588
Witthans, Paul	000000000003783

1 2

Unopened Timesheets: 0

NAME	ID ▲
1	

Miner, Jillian View Profile

Location: NV Job: HR GENERALIST Pay Policy: HC

Date Selection: Current Pay Period ▾

Timesheet for March 08, 2019 to M:

Summary

Pay Code
0[WORK HOURS]
Totals

Accrual

Pay Code	Code	Last Post Date	Post Type
2[VACATION]	VAC	02/22/2019	+
3[PTO]	PTO	02/22/2019	+

Time-off Alert Link

In the Timesheet Detail section, supervisors can select the time-off alert link to manage an employee's time-off requests quickly.

The time-off alert link only appears when there are pending time-off requests during the pay period being viewed. The pending time-off requests can be approved without approving the timesheet.

The link takes Time Approvers (managers or supervisors typically) to the Manage Time-Off Requests page where they can act upon the filtered pending request.

Add Secondary Jobs

If one of your employee's has worked in a different department or position for a given pay period, you can code the hours to the appropriate department in the employee's timesheet.

Note: Let HR know if you are adding a **new** job code for your employee. If your employee has worked in the position previously, there is no need to inform HR. If your employee is regularly in another department/ position, have the employee see HR to get the Job Time Clock Code and instructions so there is less need for manual adjustments.

Location: NV Job: HR GENERALIST Pay Policy: HOURLY NON-EXEMPT 40/WK OT Shift Number: FLEX 7 DAYS Pay Category: Full Time Holiday Rule: 8 HR. HOLIDAY

Timesheet for March 08, 2019 to March 21, 2019

Attestation: Not Yet Submitted

Quick Tour
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 Delegate Sup Tour
 840e-UltiPro Supervisors

Pay Code	Reg Hrs	OT	Total Hrs
0[WORK HOURS]	16.00	0	16.00
Totals	16.00	0.00	16.00

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VAC	02/22/2019	+	80.00	80.00	Import(Reset: 80)
3[PTO]	PTO	02/22/2019	+	40.00	40.00	Import(Reset: 40)

Date	Code	In	Out	Reg	OT	Daily Hours	Total Hours	Earn/Ded
Fri 03/08/2019	HOURS	07:56AM	04:25PM	8.00	0.00	8.00	8.00	\$ 0.00
Sat 03/09/2019	HOURS	07:53AM	04:30PM	8.00	0.00	8.00	8.00	\$ 0.00
Sun 03/10/2019	HOURS	07:57AM		0.00	0.00	0.00	0.00	\$ 0.00
Mon 03/11/2019	HOURS							

Job List (dropdown):

- ACCTCLER [Accounts Payable Clerk]
- ADMIN1 [Admin Assistant I]
- ADMIN2 [Admin Assistant II]
- ADMIN3 [Admin Assistant III]
- AMBRS [Ambassador]
- BANOSetu [Banquet set-up]
- BANQUETS [Banquet Server/ Bartender]
- BARMNG [Bar Manager]
- BARSup [Bar Supervisor]
- BASEMAN [Base Operations Manager]
- BASEOPD [Base Operations Director]
- BUSUTLR [Bus Pers Kitch Util Rose]
- BUSUTLW [Bus Pers Kitch Util WCL]
- CASHGS [Cashier - Guest Services]
- CASHR [Food Cashier Rose]
- CASHRB [Rosebuds Cashier]
- CASHW [Food Cashier WCL]
- CONTRL [Controller]
- COOKR [Cook Rose]
- COOKW [Cook WCL]
- CREATDR [Creative Director]
- DEF [Default]
- DINCKR [Dimmer Cook Rose]
- DINCKW [Dimmer Cook WCL]
- DIRECT [Executive Director]
- EXPSEAT [Express Seating Assistant]
- FBDIRECT [FB Lodge Ops Director]
- FBMGROS [FB Mgr Rose]
- FBMGRWCL [FB Mgr WCL Slide]
- FBSUPER [FB Supervisor]

1. From the employee's timesheet, click on the date the job needs to be changed or add from the drop down (if there are no punches for that specific day).
2. Use the horizontal scroll to get to the Job field.
3. Click on Job for the specific day. Scroll through the jobs until you find the correct one; the department will auto-populate once the job is saved so there is no need to add anything to that field. If you are not sure what job you should be using, please see HR.
4. Select Save.

Add Non-Worked Time to an Employee Timesheet

Supervisors can enter time directly to employee timesheets and add non-worked hours, such as Vacation, sick time or show up pay.

NAVIGATION: My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the Attendance category. The Timesheet page appears.
2. Select the employee name from the list.
3. Select the Pay Cycle from the drop-down list. Pay cycles run Friday to Thursday and are paid out every other week.
4. Select the Date Selection from the drop-down list. Options include Current Pay Period, Last Pay Period, Next Pay Period, This Week (view only), Last Week (view only), User Defined Date Range, and User Defined Pay Period. If User Defined Pay Period is selected, select the Calendar icon and select a date. Select the Refresh icon. The pay period that includes the selected date appears in the From and To date fields.

5. Select the next available empty Date field and then select the date from the drop-down list. Select Add to add an empty row if all rows are filled.

The screenshot shows the HR system interface for Jillian Miner. The main area displays a Summary table, an Accrual table, and a Timesheet Detail table. A blue arrow points to the 'Add' button in the Timesheet Detail table.

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VAC	02/22/2019	+	80.00	80.00	Import(Reset: 80)
3[PTO]	PTO	02/22/2019	+	40.00	40.00	Import(Reset: 40)

Date	Audit	PayCode	In	Out	Reg	OT	Daily Hours	Total Hours	Earn/Ded
Fri 03/08/2019		0[WORK HOURS]	07:56AM	04:25PM	8.00	0.00	8.00	8.00	\$ 0.00
Sat 03/09/2019		1[HOLIDAY]	07:53AM	04:30PM	8.00	0.00	8.00	8.00	\$ 0.00
Sun 03/10/2019		2[VACATION]	07:57AM		0.00	0.00	0.00	0.00	\$ 0.00
Mon 03/11/2019		3[PTO]							

6. Select the pay code from the drop-down list.
7. At the Reg field, enter the number of hours.
8. Select Save. The non-worked time information is saved.

Add or Correct an Employee Timesheet Punch

Supervisors can enter time directly to an employee's timesheet to add or correct a punch.

Note: When an employee has forgotten to punch out, you can add the missing punch by entering it in the OUT column of the timesheet. However, when a missed punch is the IN punch or a meal punch, and the following punches are misaligned, you must use the Insert/Repost feature to enter the missed punch and realign the punches for the day.

NAVIGATION: *My Team > Time Management or Administration > Payroll Processing > Time Management*

1. Select the Attendance category. The Timesheet page appears.
2. Select the employee name from the list.
3. Select the Pay Cycle from the drop-down list.
4. Select the Date Selection from the drop-down list. Options include Current Pay Period, Last Pay Period, Next Pay Period, This Week (view only), Last Week (view only), User Defined Date Range (view only), and User Defined Pay Period. If User Defined Pay Period is selected, select the Calendar icon and select a date. Select the Refresh icon. The pay period that includes the selected date appears in the From and To date fields.

Accrual

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	VAC	02/22/2019	+	80.00	80.00	Import(Reset: 80)
3[PTO]	PTO	02/22/2019	+	40.00	40.00	Import(Reset: 40)

Timesheet Detail

	Date	Audit	PayCode	In	Out	Reg	OT	Daily Hours	Total Hours
	Fri 03/08/2019		0[WORK HOURS]	07:56AM	04:25PM	8.00	0.00	8.00	8.00
	Sat 03/09/2019		0[WORK HOURS]	07:53AM	04:30PM	8.00	0.00	8.00	8.00
	Sun 03/10/2019		0[WORK HOURS]	07:57AM	<input type="text"/>		0.00	0.00	0.00

- At the applicable In or Out field, enter the time to add a new punch or correct an inaccurate punch.
- Select Save. The new/updated punch time information is saved and you receive a confirmation message.

Add Multiple Timesheet Punches

As a supervisor, you may need to add the same punches for several employees or add the same hours for several days for one employee. The Multi Add feature is used to add a group of entries at one time.

NAVIGATION: *My Team > Time Management or Administration > Payroll Processing > Time Management*

- Select the Attendance category, and then select the Timesheets tab. The Timesheet page appears.
- Select the Multi Add button. The Multi-Add Generator window appears.

3. From the Select Employees section, Available Items list, select one or more employees to receive this edit. To select more than one name, hold down the CTRL key while selecting the names.
4. Select the right facing single arrow to move the selected names to the Selected Items list. Double click a single name to move it. Select the right facing double arrow to move all names.
5. From the Input Timesheet Information section, select From and To dates using the Calendar icons.
6. From the Pay Code drop-down list, select a pay code.
7. For calculated pay codes, with Fixed selected, enter IN and OUT times. For non-calculated pay codes, enter the appropriate number of hours in the Regular Hrs and OT fields.
8. Optional: Select a reason code from the list.
9. Select the Process button. A pop-up window appears for you to confirm the changes.
10. Select OK to confirm the changes. Another pop-up window notifies you that the punches have been posted.
11. Select OK to return to the Timesheet page.

Copy an Hourly Timesheet

Pay codes and pay groups can be copied from a previous pay period on an hourly timesheet.

1. On the timesheet, select the pay period in the Date Selection field.
2. In the Timesheet Detail section, select Copy to copy the previous pay period to the displayed pay period. A message appears stating that all existing data for the displayed pay period will be permanently removed.
3. Select OK.

Timesheet Status

You can change the status of a timesheet to any level within your maximum approval level. The displayed statuses that you can select from are based on your role type.

Approve an Employee Timesheet

Supervisors can approve timesheets from either the employee's timesheet or the Attendance Summary page. **Timesheet edits and Approvals are due every other Friday at noon.**

On the employee timesheet, select APPROVED at the Status field or select the Approve button from the Timesheet Detail section. If there are unsaved changes, the Approve button remains disabled until the Save button is selected.

Jill

S Setup | Users Setup | Company Setup | Rules Setup | Payroll | Dashboard | Access | Configuration

Posting | Unclaimed | Events

View Profile View Schedule

GENERALIST Pay Policy: HOURLY NON-EXEMPT 40/WK OT Shift Number: FLEX 7 DAYS Pay Category: Full Time Holiday Rule: 8 HR. HOLIDAY

March 08, 2019 to March 21, 2019

Status: **OPEN** Attestation: **Submitted**

Pay Code	Reg Hrs	OT	Total Hrs
[WORK HOURS]	16.00	0	16.00
Totals	16.00	0.00	16.00

On the Attendance Summary page, approve an employee's timesheet or all timesheets for employees listed on the page. The Attendance Summary page enables you to review regular hours and overtime hours for the employees listed. You can also drill down on an employee's name to view the timesheet details.

NAVIGATION: My Team > Time Management or Administration > Payroll Processing > Time Management

1. Select the Attendance category, and then select the Summary tab.
2. If you have indirect reports and you want to filter on only your direct reports, enter your last name or the first few letters and then select Go. This supervisor filter can be used with the employee filter; select Go after both fields are populated.
3. From the Summary page, verify the regular (Reg. Hr) and overtime (OT) hours for the pay period.

You have two options to approve timesheets directly from the Attendance Summary page:

- Change the Timesheet Status for each employee.
- Select Approve This Page. The Timesheet Status field changes to APPROVED for all timesheets on the page.

Attendance | Scheduler | Employees | Reports | Preferences | EWS Setup | Users Setup | Company Setup | Rules Setup | Payroll | Dashboard | Access | Configuration

Summary | Timesheets | Accruals | History | In Out Board | Posting | Unclaimed | Events

Summary

Pay Cycle: Biweekly, starting Fri (Roll: 01/05/2001) | Date Selection: From: 03/08/2019 To: 03/21/2019 | Last updated: Sunday, 03/10/2019 2:30 PM | Update | Update Schedules

Filtered by initiated date range is between 03/08/2019 and 03/21/2019 [Clear Filters]

Group / Filter By: Department: ADMIN (Administration) | Employee Search: [] | Go

Supervisor / Filter By: []

Status Filter: All Active Only

Unopened Timesheets: 0
Opened Timesheets: 14 | Save | Approve This Page

ID#	NAME	Reg Hr	OT	Missed Punch	Pay Amount	Timesheet Status
00000000003444	Holland, Travis	21.25	0.00	0	\$0.00	OPEN
00000000003585	Minor, Jillian	16.00	0.00	0	\$0.00	OPEN
00000000003588	Kemper, April	5.50	0.00	0	\$0.00	OPEN
00000000003783	Withans, Paul	6.75	0.00	0	\$0.00	OPEN

Approval is only granted to timesheets displayed on the current page when using the Approve This Page feature.

4. In the Name column, select an employee's name. The detailed view of the employee's timesheet appears. You can review the timesheet details, make corrections, and approve the timesheet from the detailed view of the timesheet.

5. Select Approve. The Timesheet Status changes from SUBMIT to APPROVED.

Attestation Statement

When Print is selected from a timesheet, the same attestation language that appears on the electronic version appears on the printed version too.

The employee signature line appears below the attestation statement.

NAVIGATION: Access > Advanced > Timesheet > Timesheet Submission > Attested Timesheet Submission Section